**Student Guide to Reserving Space in Farrell Hall**

### STEP 1: Identify the purpose and objective of your meeting/event/program

**Program Specific**
- Large group study session (10+)
- Large work session (10+)
- Part of the degree experience for all students in your program/class year

### Contact your Program Representative
- Undergraduate Program: Emily Allen
- MSA Program: Mary Knapp
- MSBA Program: Cherie Fu
- MSM Program: Ebony Boyd
- WS MBA Program: Courtney Burton

### School of Business Recognized Graduate Student Organizations

### Contact relevant Staff Support
- SEC’s: Program Representative/ISS
- Other Orgs: Ashlynn King

### School of Business Affiliated Undergraduate Student Organization

### Contact Assigned School of Business Faculty Advisor Administration Support

### Non-School of Business Organization
- Any graduate club/organization not chartered through the School of Business or undergraduate club without a business focused mission.

### Log into DeaconSpace to reserve space in other campus facilities:
- Contact the Office of Student Engagement or Benson University Center for assistance.

### Individual or Small Group
- Small group study/work session (-10)
- Presentation practice
- Individual studying
- Personal use

### Space cannot be reserved for this type of usage. Consider using common spaces in Farrell Hall or other campus locations